



Job Announcement

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Opening Date:	March 19, 2015	Closing Date:	April 2, 2015
Job Title:	Criminal Assistant	Position Type:	Regular Full Time
PIN:	059519, 059497, 059463	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Entry Salary:	J06 \$30,761 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: The Criminal Assistant prepares new criminal case files by verifying charging documents, typing initial docket entry and establishing case file folders. This position maintains criminal records by updating electronic case information, communicates with the detention center and sheriff's office in delivering and collecting documents and information, processes the transfer of criminal cases to other courts, and issues bench warrants, criminal commitments, writs, summonses, subpoenas, and other court filings. The Criminal Assistant also prepares criminal summonses and other writs for mailing by typing forms and envelopes, assesses fees and court costs and collects money using a computerized cash register, reports case information to other state agencies, as appropriate, and assists the public and attorneys by providing information about the status of cases or the Clerk's Office procedures both at the counter and by telephone. Performs other duties as assigned.

Education: High School Diploma or GED.

Experience: A minimum of one year of related experience.

Preferred: Prior legal experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to comprehend and utilize applicable procedures including state statutes and the Maryland Rule of Procedure. Knowledge and ability to apply job related terminology. Ability to work efficiently within considerable time constraints. Ability to perform basic mathematical calculations. Ability to operate a cash register. Ability to operate a personal computer and software programs (e.g. Microsoft Word and Excel). Ability to sit and/or stand for extended periods of time. Ability to lift up to 40 lbs. using proper lifting techniques. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Barbara H. Meiklejohn, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.